

**Kanata Theatre Board meeting minutes
1 December 2009**

1. Call to order

Jenny called meeting to order at 7:05

2. Attendance and approval of previous minutes

In attendance : Eufron Williams, Jenny Haynes, Jim Holmes, Wendy Wagner, Karl Wagner, Rob Fairbairn, Carol Hussey, Chris Story, Melissa McCallum, Theresa Williams, Paul Gardner, Saxon Lively

Action : send minutes to Eufron

Motion to approve minutes :

Moved by wendy, second by Melissa, all in favour, minutes approved

3. Karl' Wagner's presentation - solar panels on RMP roof

Ontario FIT program

Full presentation provided by Karl Wagner - pdf is included with these minutes

4 Past business

Wendy

DVDs are ongoing, being handled. Likely won't be any videos available prior to 1984, when videos were more commonly utilized. Another message will be submitted to Greasepaint.

Wiki. Haven't followed up yet. Wendy is involved in kids' play, and plans to pick it up in January.

Rob : Haven't been actively seeking any grants.

Carol : Scholarship. Will re-visit in March.

Jim will do presentation today regarding next season. Theresa and Jim will visit the bank, and bring it forward to next meeting.

Jim : Opening night rehearsals. Discussed at a previous meeting. Julie Clayton has indicated that no bookings for opening night in rehearsal room.

Paul : Bring forward getting samples of signage for auditorium.

5. Director's reports

VP - Wendy Wagner

See above in past business.

Past President - Rob Fairbairn

Nothing to report

Secretary - Chris Story

Have sent some cards, but other than that, nothing to report.

Treasurer - Theresa Williams

Put together a statement of revenue and expense as of November 30, 2009.

We are doing well. 2,500 from fundraising, from donations sent from season ticket renewals.

Jim : incurred some expenses by buying new Christmas lights for the outside trees.

Moves that he be reimbursed. Paul can approve. Receipts given to Theresa

Melissa McCallum - Publicity

Nothing to report, things are proceeding

Carol Hussey - Membership and Training

Tried to host a new member's night. Had a total of 2 people respond. Will try again in January, and will give advance notice in Greasepaint.

Had several responses of interest, but weren't able to make it. Perhaps Halloween interfered.

Paul Gardner - Operations

Only major thing is construction of new risers. Last ones being disassembled were made over 30 years ago, by Ron Maslin.

Have had a lot of success with work crews coming in on weekends to help in the construction. A dozen tops done, and almost all frames complete. Will be used for Boxcar Children.

Cart will be used to move them. As they are quite heavy.

Total expenses will be in the 3,000 dollar range.

Would like to build another 8 or so in the spring, to give a full set of risers which will cover the stage.

Storage will be in the workshop, stood on end.

Had the plumbers in this week, to fix the toilet in the men's room.

Electrician coming in to look at installing outlet for new flat-screen TV in the lobby, and for new interac machines at box office.

Carol : Need a new camera for the booth

Paul : Work underway to find a better camera for the booth

Saxon Lively - Youth Member

Nothing to report

Eufron Williams - Box Office

Total of 3134 Bums in Seats through the run of Having a Wonderful Time.

People still trying to buy season tickets. Currently buying for 3 plays.

Six sold out houses for Having a Wonderful Time, Wish you were Her

Processed 297 exchanges for tickets.

Sold three rush seats. Need some advertising to promote rush tickets.

As of Nov 28, 561 tickets sold for six performances. 282 General admission, and 279 reserved seats

Carol : What's the downside of reserved tickets.

Eufon : Several people calling to order more tickets on a given night, and wanted to have their group together.

Carol : Afternoon shows are looking a bit skimpy. Can we get some publicity on these?

Melissa : There will be some articles appearing in the week of Dec 18.

Jim : Have a neighbour who had a stroke this summer. Wanted to know if there were wheelchair spots available. Would like to exchange her season tickets for wheelchair seats.

Eufon : We've received a letter from the NAC. Would we donate something for a silent auction? They want something pretty spectacular. Eufon indicated that we typically don't do anything particularly spectacular, but could offer a season ticket for the upcoming season on opening night.

Jenny : Could pair the ticket with a dinner at a restaurant.

President - Jenny Haynes

Received a plaque and card from West Carleton high school thanking us for generous support.

Community theatre meeting held at RMP went well. All people loved visiting the theatre.

Rob and Wendy offered to attend the meetings. Date for next meeting isn't set yet.

Playreading - Jim Holmes

Thanked everyone on the playreading committee.

Thanked Carol for getting the plays and reading them.

Plays for next season

Having hope at Home - Directed by Alain Chamsi (David S Craig)

Taming of the Shrew - Rob Johnstone (W Shakespeare)

Jenny's House of Joy - Jon Alkan

Cash on Delivery - Rosie Keneford

A Few Good Men - Sheilagh Mills

Proposing last slot revert to traditional date following the Victoria Day weekend.
IE opening May 24

Eufon : Would like to move the run back one week to ease work at the Box Office

Jim : This would straddle the Victoria Day weekend. This past season was moved ahead, to accommodate EODL festival.

Wendy : Proposes a five week span between the last two plays. This takes into consideration the KT Kids play, and allows for West Carleton school of performing arts.

Also need to accommodate technical workshops. Willing to accept first three play dates, but would like to follow the schedule we're using this season for the last two plays.

Carol : Need to look at all activities to be taken into consideration - eg workshop, maintenance and repairs of playhouse. Need to restrict production schedules. A play doesn't need six weeks onstage.

Melissa: Should have a discussion at some time regarding what constitutes a mainstage play, vs what is a studio production. Is it appropriate to ask whether rentals are sacred?

Jim: When the project for the playhouse was sold to city council, it was sold as being other members of the community. Currently the other members of the community constitute three annual rentals.

Jim moves adoption of report, subject to changing fourth and fifth plays to

Mar 22 - Apr 2, and May 10 - May 21, subject to agreement

Will be following up on discussions on holiday play and rentals for next meeting

Jim moves, Eufon second

All in favour

Recommendations for children's play : Feel it's essential to have open forum discussion on holiday play, as to whether it should continue, and if so, what needs to be done.

Consider that Cue for Treason be presented as the holiday play next year. Proposed director Andrew Williams, Karen Holland, director in training. Men 8, Women 1, Youths 4. Dates could be any or all of Dec 27 to Dec 30

Jim : Moves adoption of Andrew's report, and to perform the play in the traditional children's play slot for next season.

Wendy Second

All in favour.

Discussion to be brought forward : standards for use of space.

Discussion to be brought forward : Open forum discussion as proposed by Andrew Williams (document to be forwarded by Jim)

6. Other Business

a. Mary Maugher Memorial

Mary Maugher ceremony - April 18, Sunday, 2-5.

Would like to arrange a meeting to discuss the awards and events associated with Mary Mauger Award.

Chris : Forward ideas regarding award process to entire board.

Eufon : Will forward concerns and

Monday Jan 4 - Mary Mauger discussion

Monday Jan 11 - next board meeting

Jenny will send an email proposing 2 or 3 dates for upcoming meetings.

b. Karl's Wagner's proposal

Discussion

Carol : Should go on list of strategic plan being compiled by Paul.

Theresa : need to determine that as a charity, we can do this. Still considered another business by Revenue Canada. Could lose our charitable status.

Eufon : Need to have someone keep the books, keep our charitable status? Downtime and repairs? No knowledge of repairs. Need city to be on board. What is the weight of the unit?

Rob : About 5000 pounds.

Carol : Still a lot of questions which need to be answered. Has to form part of strategic roadmap.

Melissa : Need two questions answered. Whether city will permit the installation, and whether we'd lose our charitable status.

Paul : Will look into city's considerations. Jim will investigate Revenue Canada considerations.

Will bring results forward to next meeting, and will decide whether to proceed.

c. Concerns about the Mary Mauger award

Eufon : Concerns regarding Mary Mauger award process. Need to set up a fund to permit award will be continued in perpetuity. In essence creating a Mary Mauger Foundation. Perhaps an initial investment of 50,000

Theresa : Can't be considered a donation if we say specifically the money is for. May not get any tax benefit for his contribution.

Paul : Can't call it an annual award, unless interest earned can sustain the annual award amount.

Wendy : Some other members of EODL have annuities and bursaries. Might be worth investigating how these other groups accomplish this.

Wendy : would it be possible to have the foundations administered by the Mauger family and Kanata Theatre donate our contribution to the foundation?

Jenny : Could add Ted's contribution to the Kanata Theatre awards to the high schools, and call it the Kanata Theatre Mary Mauger award for Dramatic Arts (or a name much like this)

Jenny : have the meeting on the 4th, (7 PM) discuss the memorial, ceremony.

Jenny adjourned meeting at 9:42 PM